

# Document Scanner DR-4010C

## Easy Start Guide

Thank you for purchasing the Document Scanner DR-4010C. The manuals for this scanner include the Easy Start Guide (this manual) and Reference Guide (provided with the scanner,) and the User Manual and CapturePerfect 3.0 Operation Guide (electronic manuals stored on the setup disc.) Before using the scanner, read each manual thoroughly to familiarize yourself with its capabilities, and to make the most of its many functions. After reading these manuals, store them in a safe place for future reference.



### Easy Start Guide (this manual)

Describes the procedures for setting up the scanner and installing the software. Follow the steps in this guide to set up the scanner quickly.



### Reference Guide

Provides an overview of the most important features and points that the user should know when using the scanner. For more details, refer to the *User Manual*.



### User Manual (electronic manual)

Consists of a "Hardware" volume and a "Software" volume. The "Hardware" volume explains all topics related to handling and caring for the scanner (i.e., setup, cleaning, maintenance, and troubleshooting.) The "Software" volume explains the ISIS/TWAIN driver settings and Job Registration Tool settings.



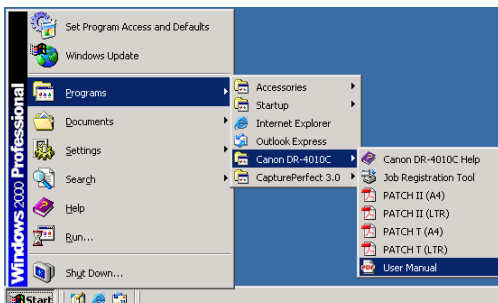
### CapturePerfect 3.0 Operation Guide (electronic manual)

Explains the application that enhances the operation of all Canon document scanners.

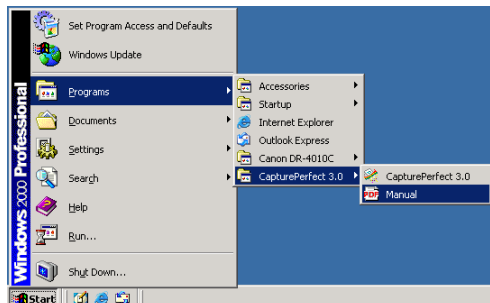


### Note

The electronic manuals are PDF (Portable Document Format) files, and are installed in the following folders during software installation. (→ STEP 3)



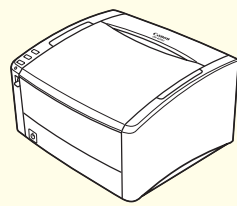
User Manual



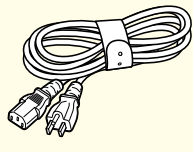
CapturePerfect 3.0 Operation Guide

## STEP 1 Checking the Package Contents

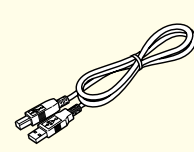
When you unpack your scanner, make sure all of the following accessories are included. If any of the items listed below are missing or damaged, contact your local authorized Canon dealer or service representative.



DR-4010C



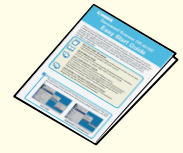
Power Cord



USB Cable



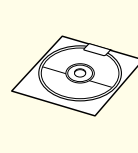
Job Labels



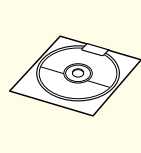
Easy Start Guide (This Manual)



Reference Guide



DR-4010C Setup Disc



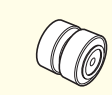
Adobe Acrobat Setup Disc



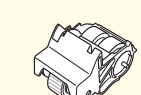
Warranty Card



Registration Card



Retard Roller



Roller Unit



### Note

- Items included in this package are subject to change without notice.
- Keep the package and packing materials for storing or transporting the scanner.

After checking the package contents, you need to remove all the packing materials protecting the scanner. (→ STEP2)

### Trademarks

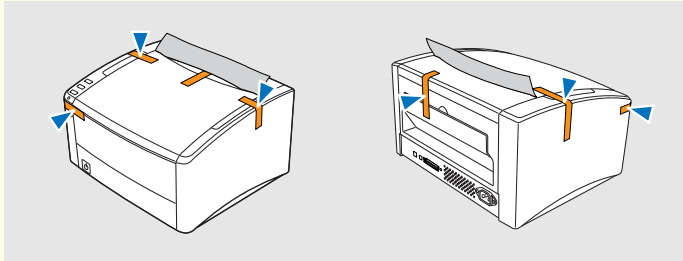
- Canon and the Canon logo are registered trademarks of Canon Inc. in the United States and may also be trademarks or registered trademarks in other countries.
- Microsoft Windows® is a registered trademark of Microsoft USA in the United States and other countries.
- Other brands and product names used in this manual may be trademarks or registered trademarks of their respective companies.

## STEP 2

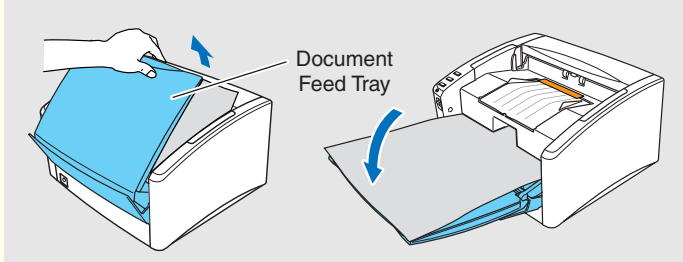
## Removing the Packing Materials

After unpacking the scanner, perform the following steps to remove all the orange tape and protective materials from it.

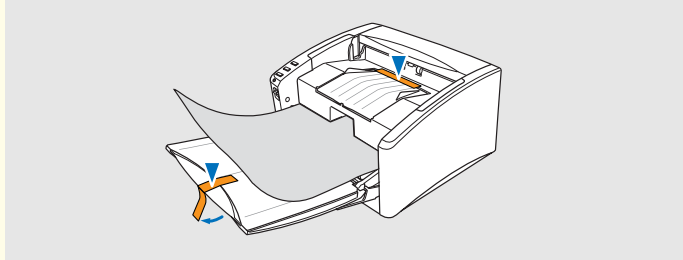
1. Peel off the orange tape from all the places on the outer casing marked ▼ below.



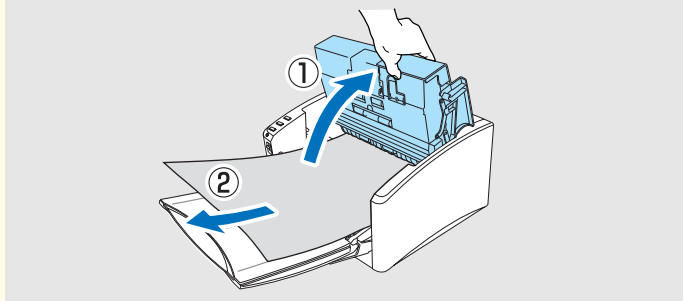
2. Carefully open the document feed tray and protective sheet.



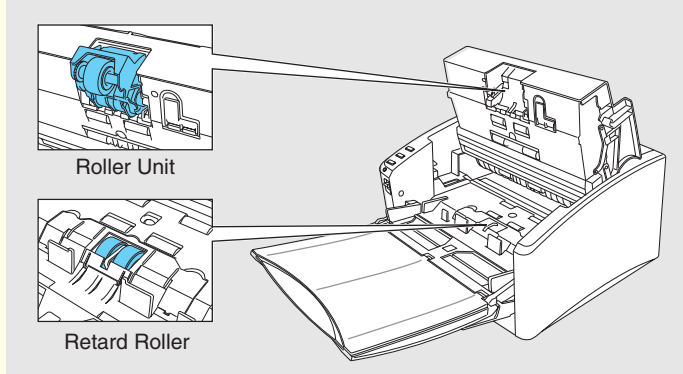
3. Peel off the orange tape from all the places marked ▼ below.



4. Carefully open the upper unit until it stops (①), and then remove the protective sheet (②).

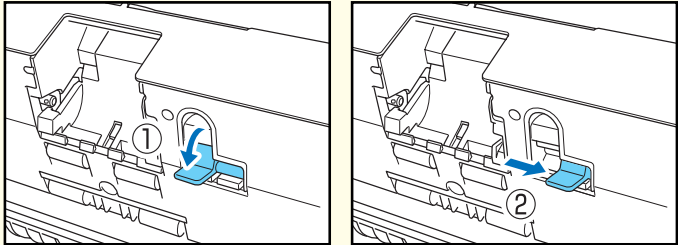


5. Check that all the protective tape and protective sheets have been removed, and then install the roller unit and retard roller in their designated locations.

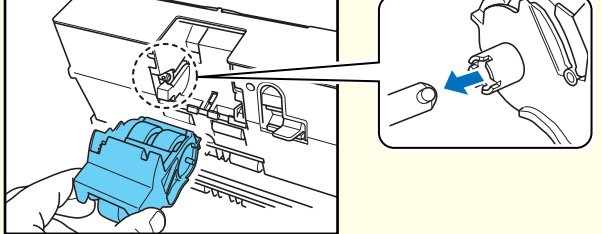


- 5-1 Follow the steps below to install the roller unit in the upper unit.

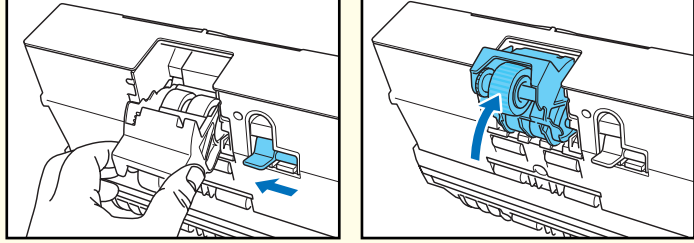
1. Flip the lock lever down (①), and slide it to the right (②).



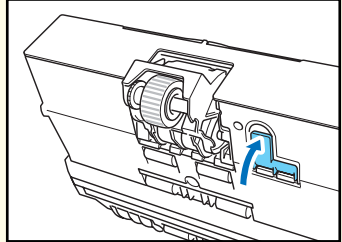
2. Load the roller unit so that its notch aligns with the shaft pin on the scanner.



3. Slide the lock lever to the left (①), and then lift the roller unit into place (②).

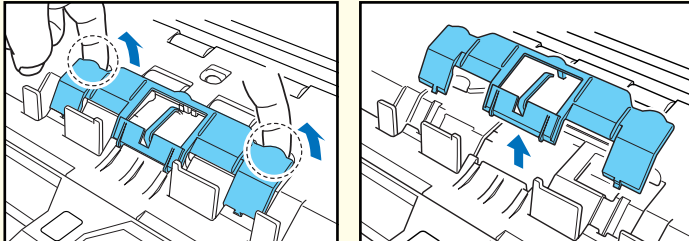


4. Flip the lock lever up to lock the roller unit.

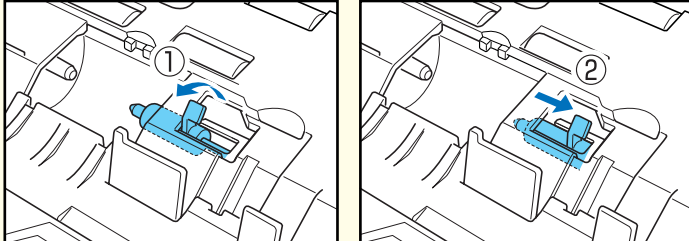


- 5-2 Follow the steps below to install the retard roller on the inside of the roller cover.

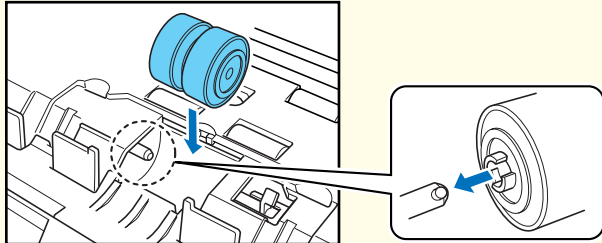
1. Remove the roller cover by placing a finger under both ends and pulling upward.



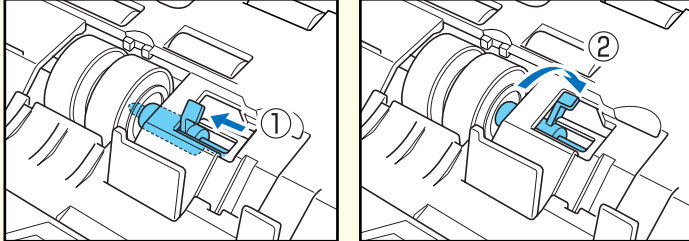
2. Flip up the retard roller lock lever (①), and slide it to the right (②).



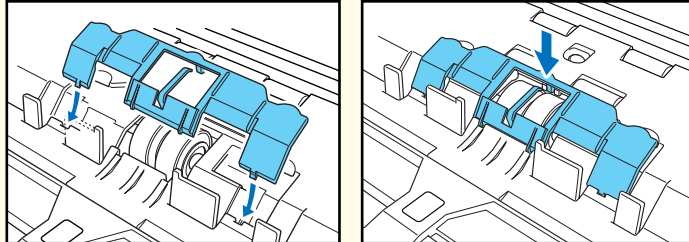
3. Load the retard roller so that its notch aligns with the shaft on the scanner.



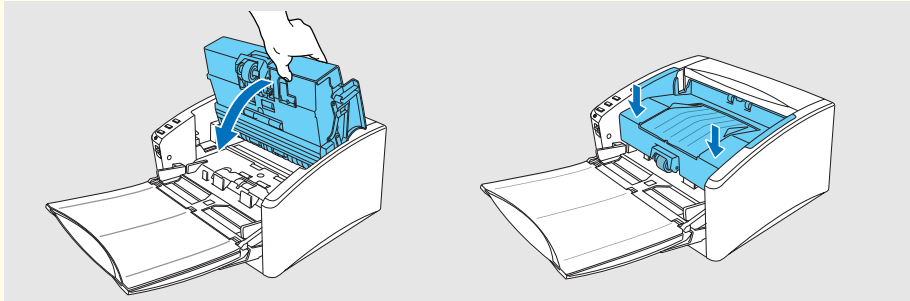
4. Slide the lock lever to the left so that its shaft fits into the retard roller (①), and then flip the lock lever completely down to lock the retard roller (②).



5. Attach the roller cover. Make sure the roller cover locks into place by pressing it in the center with your finger until you hear it click.



6. Gently close the upper unit. Make sure it is closed securely by pushing on both edges until you hear a click.



The scanner is now ready for use.

Next, you need to install the scanner software. (→ STEP3)

## STEP 3

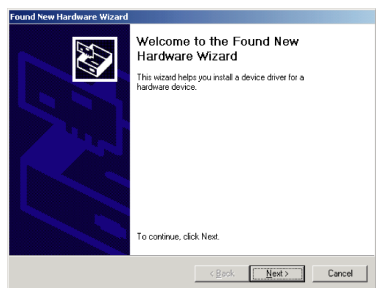
## Installing the Software

Install the software before connecting the scanner to the computer.



### Warning

- Before installing the software, make sure your computer is correctly running one of the following versions of Windows. For details, refer to the Reference Guide.
  - Windows 2000 Professional SP4 or above
  - Windows XP Home Edition SP2 or above
  - Windows XP Professional SP2 or above
  - Windows XP Professional x64 Edition
- Do not connect the scanner to the computer before installing the software. If you connect the scanner and turn it ON before you install the software, a wizard screen will appear. If this wizard appears, click [Cancel] to exit the wizard, and then turn the scanner OFF.



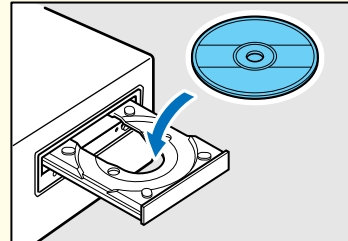
Wizard Screen (Windows 2000)

- Close all other applications before installing the software.

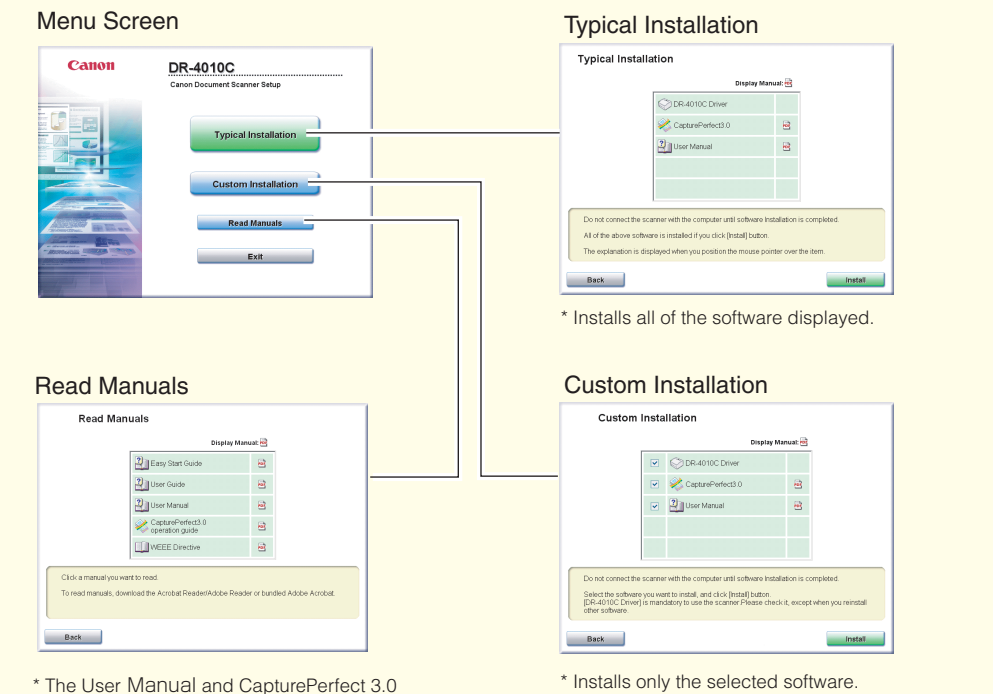
1. Log on to Windows with Administrator privileges.

2. Insert the DR-4010C Setup Disc into the computer's CD-ROM drive.

The setup menu automatically starts up when you insert the CD-ROM into the CD-ROM drive. If the setup menu does not start up, run the setup.exe application on the CD-ROM.



The setup menu consists of the following screens:

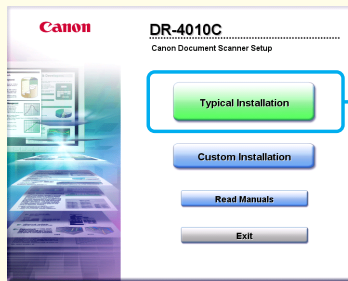


\* The User Manual and CapturePerfect 3.0 Operation Guide electronic manuals for the scanner are installed on the computer with the rest of the software.

\* Installs only the selected software.

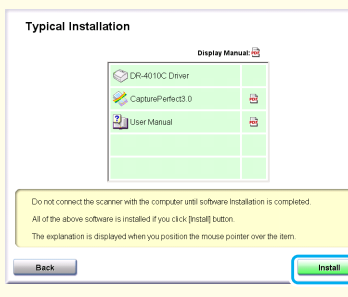
3. Click [Typical Installation].

[Typical Installation] installs the software (scanner driver, CapturePerfect 3.0) and the *User Manual*. The *CapturePerfect 3.0 Operation Guide* is installed on the computer during the CapturePerfect 3.0 installation.

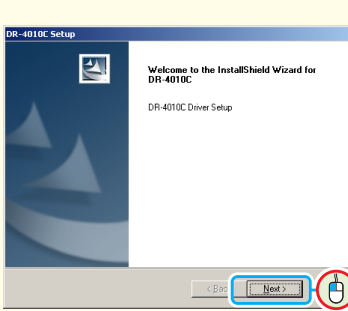


4. Click [Install].

The scanner driver installation wizard appears. This operation installs both the scanner driver and the Job Tool.

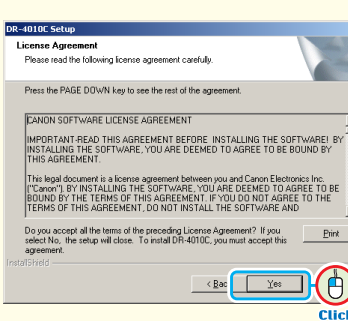


5. Click [Next].

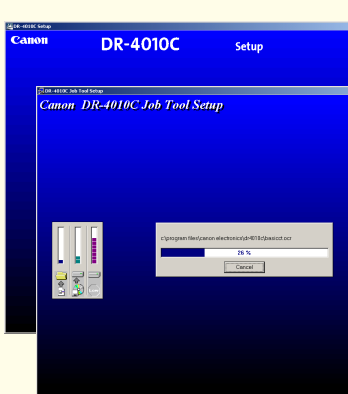


6. Read the software license agreement, and click [Yes] if you consent to its conditions.

Installation of the scanner driver starts.

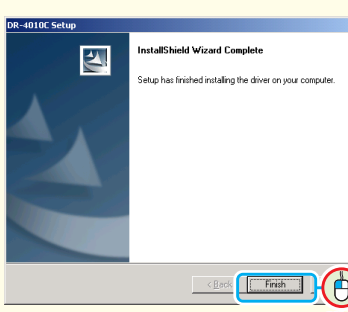


The Job Tool is installed after the scanner driver.

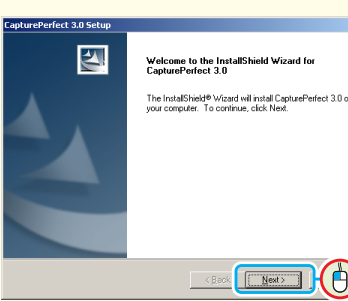


7. Click [Finish] to complete the installation.

Next, the installation wizard for CapturePerfect 3.0 appears.

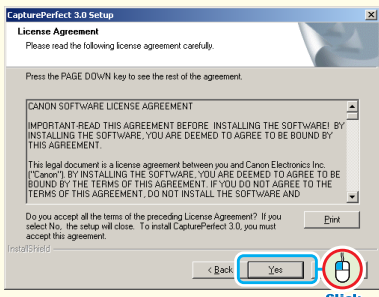


8. Click [Next].

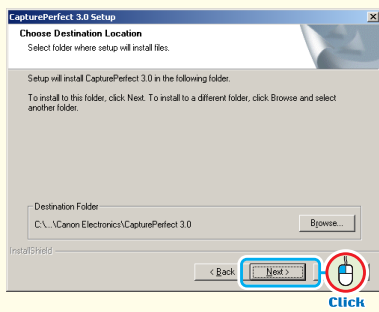




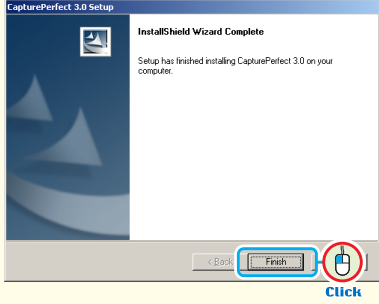
9. Read the software license agreement, and click [Yes] if you consent to its conditions.



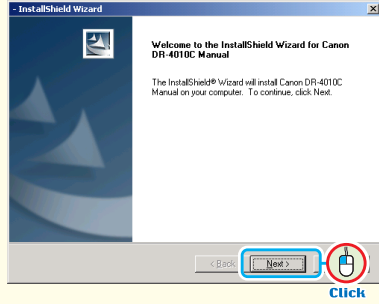
10. Confirm the installation destination, and click [Next].  
Installation of CapturePerfect 3.0 starts.



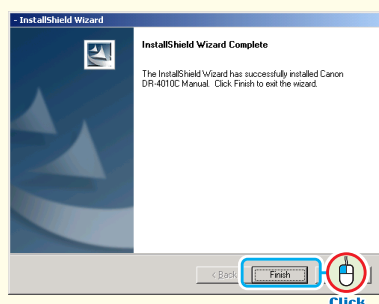
11. Click [Finish] to complete the installation of CapturePerfect 3.0.  
Next, the installation wizard for the User Manual appears.



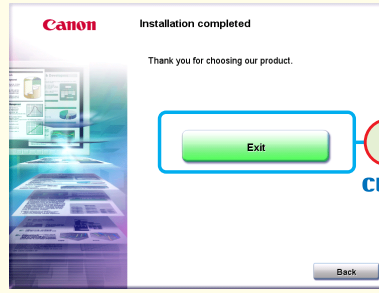
12. Click [Next].  
Installation of the User Manual starts.



13. Click [Finish] to complete the installation of the User Manual.



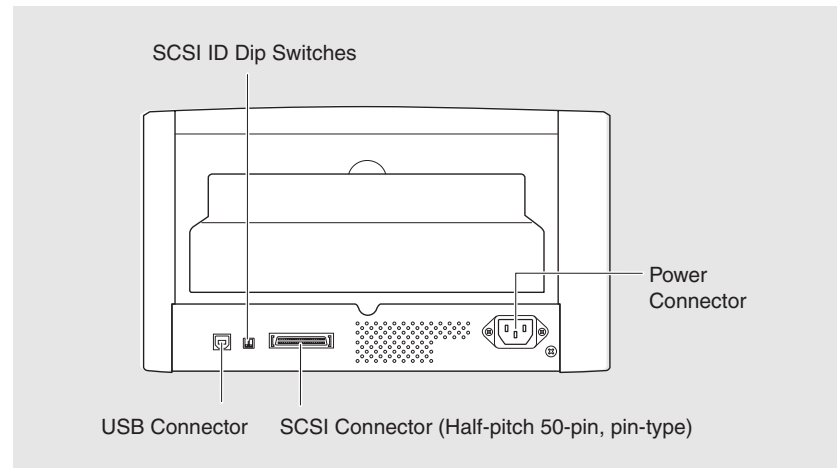
14. When all installations are complete, the installation completed screen appears.  
Click [Exit] to exit the installer. Click [Back] to return to the menu screen.



This completes the software installation.  
Next, you need to connect the scanner to your computer. (STEP4)

## STEP 4 Connecting the Scanner to Your PC

The scanner can be connected to a computer in two ways: by USB connection to a standard USB port on the computer, or by SCSI connection to a SCSI card installed in one of the computer's expansion slots. Select a connection method appropriate to your computing environment.

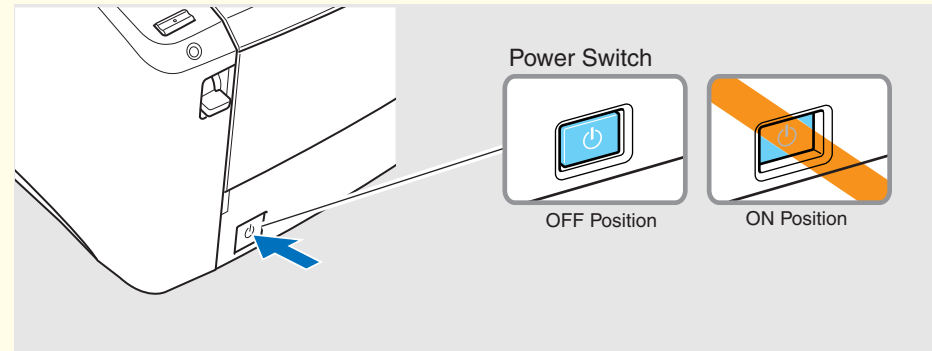


### Warning

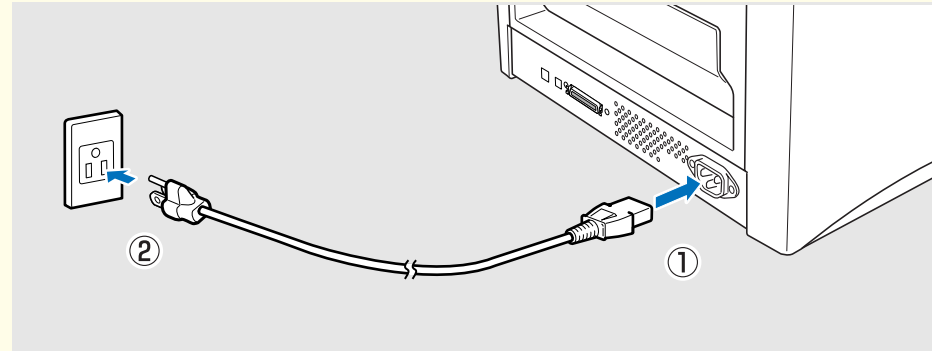
- Do not connect a USB cable and SCSI cable at the same time.
- Use only the supplied power cord.
- Connect the scanner to your computer while the scanner is turned OFF.
- Before connecting the scanner with a SCSI cable, turn your computer OFF.
- A SCSI cable is not supplied. Acquire a SCSI cable beforehand that matches the shape of the connectors on your SCSI card and the scanner.

### When Connecting by USB

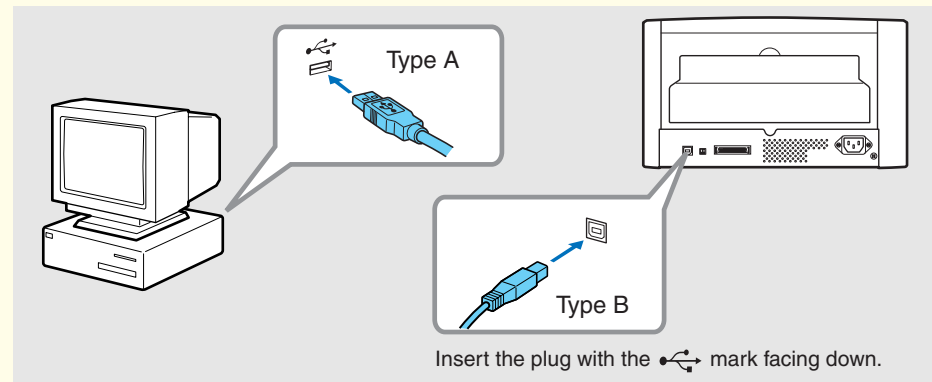
1. Make sure the scanner's power switch is in the OFF position.  
If the power switch is in the ON position, press the switch to turn it OFF.



2. Plug the power cord into the power connector on the rear of the scanner (①).  
3. Plug the power cord into the power outlet (②).

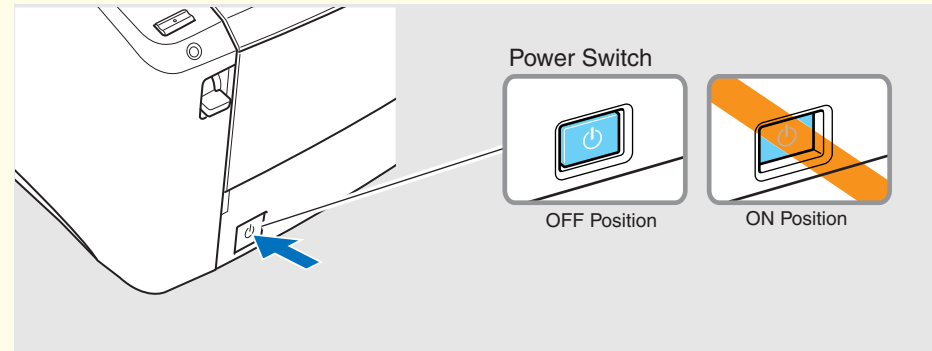


4. Connect the scanner to your computer with the supplied USB cable.

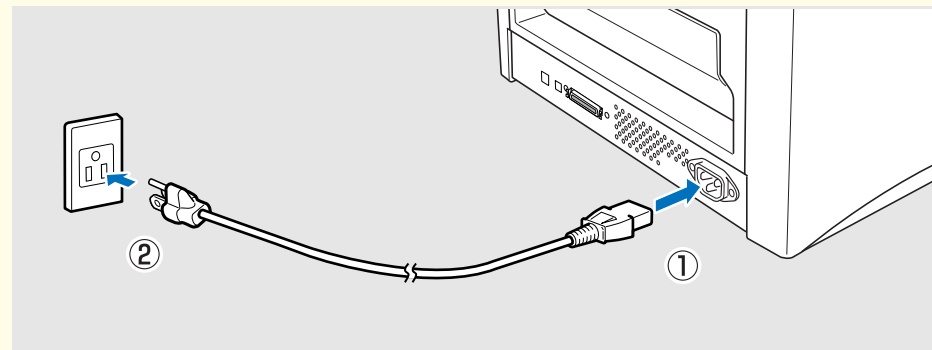


### When Connecting by SCSI

1. Make sure your computer is turned OFF before connecting the SCSI cable.  
2. Make sure the scanner's power switch is in the OFF position.  
If the power switch is in the ON position, press the switch to turn it OFF.

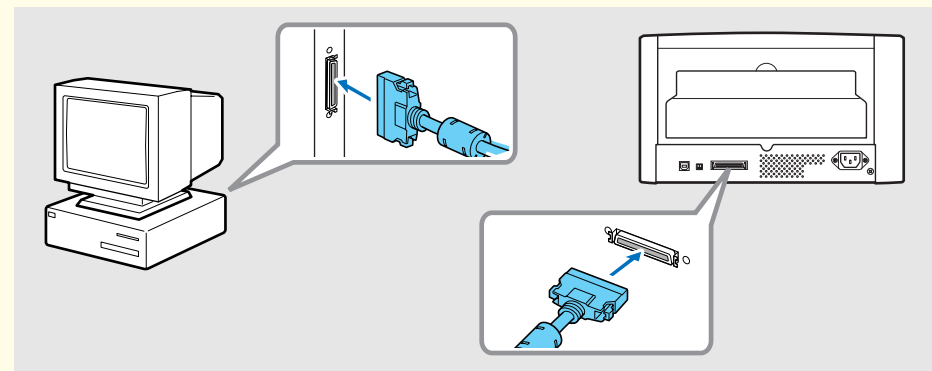


3. Plug the power cord into the power connector on the rear of the scanner (①).  
4. Plug the power cord into the power outlet (②).



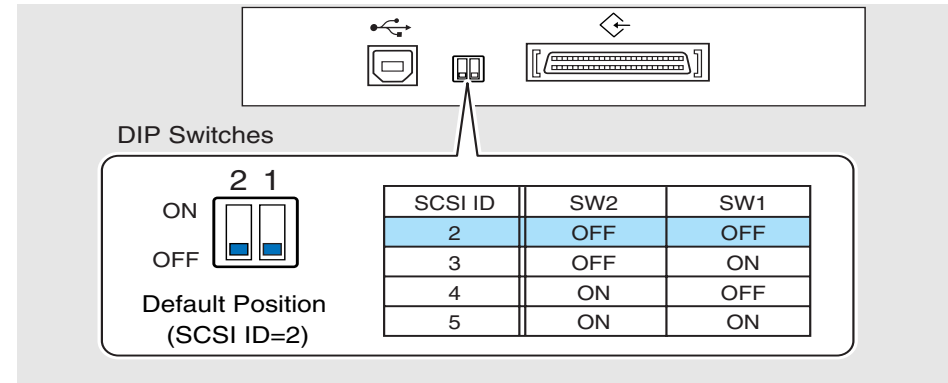
5. Connect the scanner to your computer with the SCSI cable.

A SCSI cable is not supplied. Acquire a SCSI cable beforehand that matches the shape of the connectors on your SCSI card and the scanner.



### Warning

- When using the scanner in a daisy-chain connection with other SCSI devices, pay attention to the following points:
  - The default setting for the SCSI ID is "SCSI ID=2." Set the DIP switches so that the scanner's SCSI ID is different from all other SCSI devices on the chain.



- The scanner has a built-in SCSI terminator that is permanently set to ON. When using the scanner in a daisy-chain connection, make sure that it is connected as the terminating device and that the terminators of all other SCSI devices in the chain have been set to OFF.

The scanner is now connected to your computer.  
Next, you need to turn on the scanner and ensure Windows recognizes it. (STEP5)

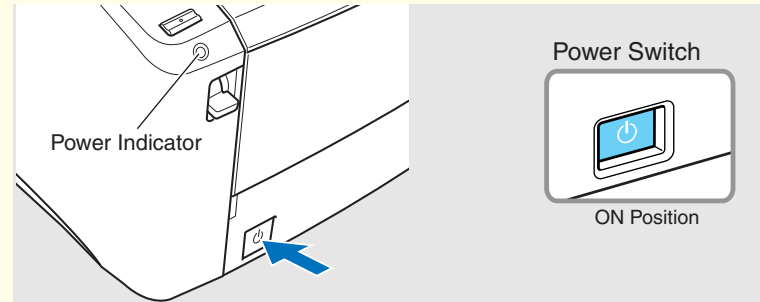
## STEP 5 Turning the Power ON (Scanner Recognition)

When you turn ON the DR-4010C after connecting it to your computer, Windows uses the Plug and Play feature to recognize the scanner and automatically installs the necessary driver.

### Warning

- When the scanner is connected by a SCSI cable, always turn ON the scanner before the computer. Turning ON the computer first may prevent it from recognizing the scanner properly.
- Be sure to log on with Administrator privileges when logging on to Windows.
- Wait at least 10 seconds before turning the scanner ON again after turning it OFF.
- If the scanner will not be used for an extended period, be sure to unplug it from the power outlet for safety.

1. Check the connection between the scanner and the computer.  
2. Press the power switch to turn the scanner ON (when connecting by SCSI).  
The power indicator lights green.

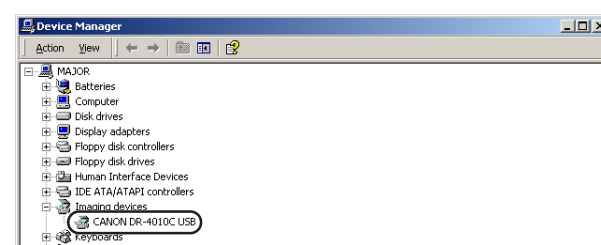


3. Turn ON your computer (when connecting by SCSI).  
4. Windows recognizes the DR-4010C as new hardware and install the device driver automatically.



### Note

- In Windows XP, a message appears when installation is complete.
- The installation complete message does not appear in Windows 2000. The scanner is registered on the computer as "CANON DR-4010C USB" (or "CANON DR-4010C SCSI") in the "Imaging Devices" directory of the Device Manager.

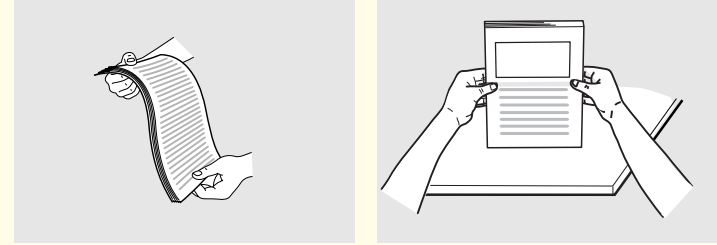


The scanner is now correctly recognized by your computer.  
Next, you need to select the scanner with the scanning software. (STEP6)

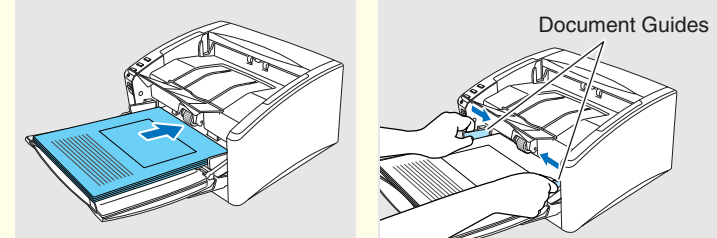
## STEP 6 Scanning

When you have finished installing the software and the scanner has been recognized, you can load a document and test that scanning is performed correctly.  
With the DR-4010C, you can start scanning simply by pressing one of the job buttons on the left side of the scanner. Follow the steps below to load a document and test that it is scanned properly with a job button.

1. Open the document feed tray.  
2. Thoroughly fan the pages of your document, and make sure their edges are aligned.

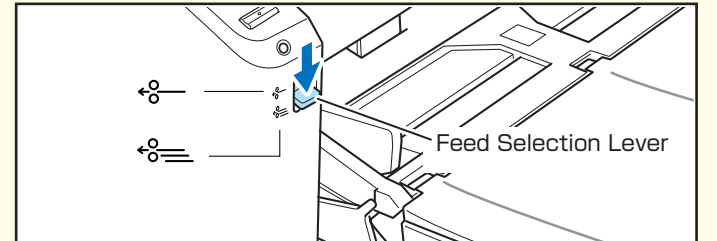


3. Load your document in the document feed tray with the printed side facing up, and adjust the document guides to the width of the document.

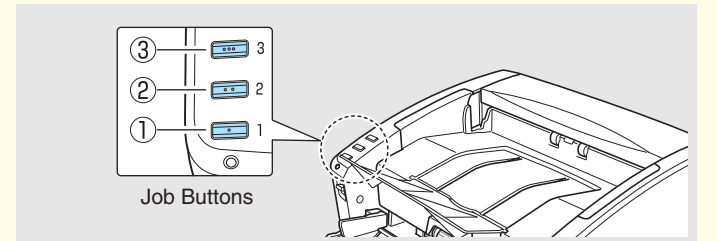


4. Make sure the feed selection lever is set to the bottom position (page separation).

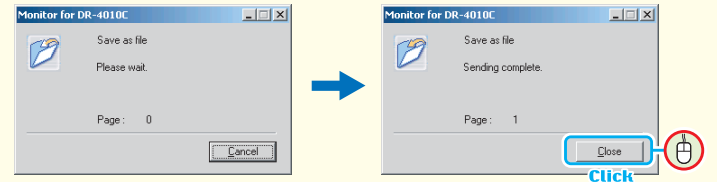
Be careful not to set the feed selection lever to the top position (bypass) because this will cause the document pages to feed as a stack, rather than separately. For details on the feed selection lever, refer to the User Manual.



5. Press job button 3.  
The "Monitor for DR-4010C" window appears at the bottom right of the computer screen, and scanning starts.



6. When "Sending complete" appears in the monitor window, scanning is finished. Click [Close] to close the "Monitor for DR-4010C" window.



### Note

- The following functions are assigned by default to the job buttons.  
Job button 1: Scan start  
Job button 2: Scan stop  
Job button 3: Scan
- The job button functions can be changed. For details, refer to "Scanning With the Job Function" in the User Manual.
- By default, scanned image files are saved in the "My Pictures" folder in "My Documents."
- By default, scanned image files are saved as PDF files with a 17-digit file name that indicates the date and time when the image was scanned.
- You can change the scan settings and save destination folder by using the "Job Registration Tool" located in the Programs menu of Windows.

### The setup is now complete

- This completes the setup of the DR-4010C. Details on how to use the DR-4010C are described in the User Manual packaged with the scanner. Before you start using the scanner, make sure to thoroughly read the User Manual.
- For details on how to use "CapturePerfect 3.0," refer to CapturePerfect 3.0 Operation Guide located in the Programs menu of Windows.